

Reports 1-4-1

Chief, Records Management Staff

20 January 1956

Records Management Officer for Reports
and Correspondence

Forecast of Activity for Period 23 January - 31 June 1956

1. The attached forecast shows that essential projects now in progress which are scheduled for completion in the next six months, together with other commitments, will require the expenditure of thirty hours more than available during the period. This forecast is based on optimum conditions and a conservative estimate of the time that will be spent on miscellaneous activity (item No. I).

2. It appears that no man hours will be available for new projects. Nor will I be able to devote any time to promoting the various aspects of correspondence management, including the development of the much needed correspondex of Administrative requests and reports.



25X1

Attachment:
Subject forecast

nor a review of SF-64 with Bu Budget.

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